



**THE AIR FORCE RESOURCE PROTECTION
PROGRAM**

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AFI 31-209, 10 November 1994, is supplemented as follows:

1.7. The Superintendent (HQ USAFA/CC) has delegated the duties associated with this program to the Commander, 10th Air Base Wing (10 ABW/CC).

1.8. Unit commanders and staff agency chiefs of the organizations listed below will designate, in writing, to 10 SFS, a primary and alternate unit crime prevention monitor (UCPM) to develop and maintain a crime prevention program within their organizations: HQ USAFA/DF, 34 TRW, 10 MSS, HQ USAFA/AH, HQ USAFA/CCP, HQ USAFA/DP, HQ USAFA/FM, HQ USAFA/HC, HQ USAFA/IG, HQ USAFA/JA, HQ USAFA/PA, HQ USAFA/PL, HQ USAFA/RR, HQ USAFA/SE, HQ USAFA/XP, 10 ABW/LG, 10 CEG, 10 CS, 10 MDG, 10 SFS, 10 SVS, and tenant units (AAFES, ADC, AFA COMSY, AFOSI DET 404, AOG, DAO, DODMERB, PS, and 557 FTS). Due to the size and number of personnel working within 34 TRW, HQ USAFA/DF, and 10 MSS, separate crime prevention monitors should be appointed internally for the following sections to assist the organizational crime prevention monitors appointed above.

- TRW - 34 CWC; 34 TRG to include 1st Cadet Group, 2d Cadet Group, 3d Cadet Group, and 4th Cadet Group; 34 EDG; 34 OG; and 34 SPTG.
- HQ USAFA/DF - Basic Science Division, Engineering Division, Humanities Division, and Social Sciences Division.
- MSS - 10 MSS/DPC, 10 MSS/DPE, 10 MSS/DPF, 10 MSS/DPM, and 10 MSS/DPN.

1.9.1(Bullet 3). Including the Commander, 10th Communications Squadron (10 CS/CC), in the design and renovation projects affecting computer systems that process classified information.

1.10.2(Added).Academy Crime Prevention Program:

1.10.2.1. The Academy Resource Protection Program Manager, along with the Academy Crime Prevention Manager, will oversee the Academy Crime Prevention Program.

1.10.2.3. Unit Crime Prevention Monitors (UCPM):

1.10.2.3.1. Maintain an "Operation Identification" program to include marking all accountable and high value government property assigned to the organization. Record the information on AF Form 3133, **General Purpose Form**, or other log or spreadsheet showing model number, serial number, name, location of mark, and cost of item. Mark government property with an ultraviolet marker or electric engraver showing the organization's office symbol followed by USAFA CO (Example: SFARR/USAFA CO). Engravers and marking pens are available through 10 SFS/SFARR or by contacting the Security Forces Law Enforcement Desk.

1.10.2.3.2. Brief each newly assigned individual to their organization on operation identification and other crime prevention programs offered at the Academy. These briefings must be documented and filed in the crime prevention folder.

1.10.2.3.3. Maintain a crime prevention folder. As a minimum, the folder must contain:

- A current copy of AFI 31-209, *The Air Force Resource Protection Program*, as supplemented, and AFH 31-223, *The Air Force Resource Protection Program*.
- A current copy of their unit's annual staff assistance visit conducted by 10 SFS/SFARR.
- Most current self-assessment conducted by the unit's UCPM.
- Operation identification packages.
- Documentation of crime prevention briefings.

Any other crime prevention materials directed by the Academy Crime Prevention Manager.

1.10.2.4. The Academy Crime Prevention Manager is responsible for conducting annual staff assistance visits with all UCPMs to evaluate their program for compliance with this directive. Six months after the staff assistance visit, the UCPM will conduct a self-assessment using the checklist provided by the Academy Crime Prevention Manager. A copy of the results of the self-assessment will be sent to 10 SFS/SFARR.

1.11. The RPEC will meet semiannually. It will be composed of:

Commander, 10th Air Base Wing (10 ABW/CC) (Chairperson)

Installation Chief, Security Forces (ICSF) (10 SFS/CC) (Recorder)

Director, Athletics Support (HQ USAFA/AHS)

Deputy Commander, 34th Support Group (34 SPTG/CV)

Vice Dean of the Faculty (HQ USAFA/DFV)

Director, Personnel (HQ USAFA/DP)

Director, Financial Management and Comptroller (HQ USAFA/FM)

Inspector General (HQ USAFA/IG)

Director, Plans and Programs (HQ USAFA/XP)

Staff Judge Advocate (10 ABW/JA)

Chief, Logistics Division (10 ABW/LG)

Chief, Transportation (10 ABW/LGT)

Chief, Supply (10 ABW/LGL)

Commander, 10th Civil Engineer Group (10 CEG/CC)
Commander, 10th Communications Squadron (10 CS/CC)
Hospital Administrator (10 MDG/SGA)
Commander, 10th Mission Support Squadron (10 MSS/CC)
Commander, 10th Services Squadron (10 SVS/CC)
Manager, Army & AF Exchange Service (AAFES)
Commissary Officer (AFA COMSY)
Commander, AFOSI Det 404 (OSI)

1.12.1(Bullet 1).The Threat Working Group will be composed of technical representatives from OSI, Security Forces Operations (10 SFS/SFO), Security Forces Reports and Analysis Section (10 SFS/SFAR), Financial Analysis (10 ABW/FMA), and Plans and Current Operations (HQ USAFA/XPO). The Threat Working Group performs duties required to support AFI 31-210, *The Air Force Antiterrorism (AT) Program*, and the installation antiterrorism program. 10 SFS/SFO is the OPR and chairperson. The Threat Working Group will use the Installation Vulnerability Survey to analyze local threat conditions. 10 SFS/SFO schedules meetings annually or as directed by the RPEC and submits minutes through 10 SFS/SFARR to the Installation Chief of Security Forces (ICSF) within 15 workdays after the meeting. The working group will brief the RPEC annually.

1.12.1(Bullet 2).The Loss Prevention Working Group will be composed of technical representatives, master sergeant or above, or equivalent (when possible), from the agencies as follows: 10 ABW/LGL is the OPR and chairperson. 10 ABW/LGL schedules meetings annually or as determined by the RPEC and maintains the official record copies of all minutes. 10 ABW/LGL submits a copy of the minutes through 10 SFS/SFARR to the ICSF within 15 workdays after the meeting. The working group will brief the RPEC annually.

- Chief, Supply Flight (10 ABW/LGL) (Chairperson)
- Athletics (HQ USAFA/AH)
- 34th Services Squadron (34 SVS)
- Dean of the Faculty (HQ USAFA/DF)
- Inspector General (IG)
- Staff Judge Advocate (10 ABW/JA)
- Fuels Management (10 ABW/LGL)
- Cadet Supply (10 ABW/LGLC)
- Transportation (10 ABW/LGT)
- 10th Civil Engineer Group (10 CEG)
- Commander, 10th Communications Squadron (10 CS/CC)
- 10th Medical Group (10 MDG)
- 10th Mission Support Squadron (10 MSS/CC)
- 10th Security Forces Squadron (10 SFS)
- 10th Services Squadron (10 SVS)

- AF Audit Agency (AFAA)
- AFOSI Det 404 (OSI)

1.12.1(Bullet 3). 10 SFS/SFO chairs the Plans Working Group (PWG) and schedules meetings. The PWG prepares and updates the USAFA Plan 31-209, *The Installation Resources Protection Plan*. HQ USAFA/XP provides staff assistance on format.

1.12.1(Bullet 4). The Alarm Working Group will be composed of technical representatives from the following agencies:

- Resources Protection, Crime Prevention Section (10 SFS/SFARR)
- Electronics and Controls Shop (10 CES/CEOEC) (Alarm Maintenance)
- 10th Communications Squadron (10 CS)

2.1. Heads of mission elements, staff agencies, and tenant units must use procedures outlined in USAFA Plan 31-209 when developing standards for protecting resources critical to the unit's mission and items susceptible to theft or sensitive in nature.

2.2.2(Bullet 1). All AA&E facility controlled-area monitors will conduct self-assessments 6 months after the formal survey is conducted by the Resources Protection Section (10 SFS/SFARR). The self-assessments will be documented and maintained in the resources protection folder. A copy of the report will be sent to 10 SFS/SFARR. If discrepancies cannot be corrected, contact 10 SFS/SFARR for assistance.

2.2.2(Bullet 3). For facilities storing and handling funds but not designated as controlled areas, 10 SFS/SFARR will conduct surveys on 25 percent annually. Units are required to conduct self-inspections during the off year. The owner or user will be responsible for contacting 10 SFS/SFARR to ensure they have the current checklist. The checklist is completed by the owner or user and returned to 10 SFS/SFARR. A copy of the checklist will be maintained by the owner or user in the resources protection folder.

2.2.2.1(Added). The RPEC will determine whether facilities storing and handling less than \$100,000 will be designated as a controlled area. 10 SFS/SFARR will conduct biannual surveys on all controlled areas. Controlled-area monitors are responsible for conducting a self-assessment during the off year. A copy of this self-assessment will be forwarded to the 10 SFS/SFARR with proposed corrective actions if needed. A copy will be filed in the resource protection folder.

2.3.(Bullet 2). 10 SFS/SFARR conducts antirobbery tests for all AA&E facilities and funds facilities storing and handling more than \$100,000. 10 SFS/SFARR conducts biannual tests for facilities storing and handling less than \$100,000.

2.4.2. The USAFA crime stop number is 333-4100. This number will be used for the anonymous reporting of crime.

2.4.4. Security Forces will use the **Contact Card** to document contact with suspicious persons. The **Contact Card** will be forwarded to Investigations (10 SFS/SFOI) for filing.

2.5.2(Bullet 1). Due to the terrain of the installation, the western portion of the perimeter is not fenced. 10 SFS/SFARR conducts boundary checks annually or as directed by the RPEC. 10 SFS/SFARR will check for signs of unauthorized entry to the base. Corrective actions will be taken for identified areas, which will be briefed to the RPEC.

2.5.2(Bullet 2).The north and south gates are the only authorized vehicle entry points to the USAF Academy. Detailed procedures are contained in USAFA Plan 31-209. The Peregrine and Woodmen Valley gates are designated as pedestrian gates.

2.5.2(Bullet 3).Signs will be posted along heavily populated areas and logical avenues of approach.

2.5.2.2(Added). The following areas have been designated as off-limits areas:

2.5.2.2.1. The Cadet Area Service Tunnel Complex is off limits to all personnel except those personnel performing official functions.

2.5.2.2.2. Jacks Valley is off limits except for officially sanctioned activities coordinated or approved by the 34th Education Group Commander (34 EDG/CC).

2.5.6. The 10 ABW/CC notifies Security Forces when to perform base entry point checks. The check formula is generated randomly by the computer. These procedures do not preclude searches authorized by law (such as incident to apprehension, consent, or by warrant). The 10 ABW, or delegated Military Magistrate, will provide the Security Forces with the following:

- Time and date checks are to be performed.
- Location.
- Interval between vehicles to be checked (example: 1 in 10, 1 in 5, and so forth).
- Specifically to check incoming or outgoing vehicles.

3.4.5.1(Added).Alarm Systems Alarm maintenance conducts maintenance of alarm systems. Contractors, custodians, or other employees are not authorized to perform maintenance or adjustments to any portion of the alarm system. Alarm maintenance must coordinate alarm acquisitions, installations, and removal with 10 SFS/SFARR prior to programming. Alarm maintenance is responsible for testing the emergency power supply at each alarmed facility at least every 6 months to ensure it can function for at least 4 hours.

3.4.5.2(Added).Alarm Failure Each activity is responsible for providing the required protection measures in the event of an alarm failure (e.g. manning the facility).

3.4.6.1(Added).Alarm Tests. Custodians of alarmed facilities conduct monthly alarm tests during the week identified in attachment 4, this supplement. Conduct tests according to attachment 5, this supplement.

3.4.6.2(Added).Alarm Tests Recorded. Record tests on AF Form 2530. Custodians must list each component of the alarm system and its location on the AF Form 2530. Use a separate sheet of bond paper if more space is needed. If any portion of the alarm malfunctions, the custodian contacts the 10 CES Work Order Desk requesting a work order number, records it on AF Form 2530, advises 10 SFS/SFARR of the work order number, and follows up until corrected. The 10 SFS desk records alarm tests on the Applied Digital Data System (ADDS) printout with the words "Alarm Test." Custodians conduct initial and annual training on alarm system usage and testing, and document the training in the resources protection folder.

3.4.7. Post on entries and exits of alarmed facilities.

3.4.8(Bullet 2).Commanders of facilities with IDS will designate to 10 SFS/SFARR, in writing, who is authorized unescorted entry into those facilities and who is authorized to pick up codes and the authentication matrix. The memorandum will be hand carried, by a person authorized to pick up codes, to the

Resource Protection Manager. Limit access to alarmed facilities to a minimum number of personnel consistent with mission accomplishment. Individuals authorized to receipt for authentication and access codes should be kept to a minimum. 10 SFS/SFARR will issue access codes for the ADDS to those personnel identified on the Alarm Access Authorization memorandum. When a person authorized to pick up codes is removed from the alarm access authorization memorandum, all new access codes will be issued. The alarm access authorization memorandum will be updated semiannually or when personnel are added. Pen and ink deletions are authorized if approved by the Resource Protection Manager.

3.4.10. Annually, 10 SFS/SFARR issues authentication codes to all alarmed facilities to be used during tests and alarm activations. Upon completion of each quarter, the codes for that quarter will no longer be used. During the month of December, an authorized individual from each alarmed facility must report to 10 SFS/SFARR and receipt for authentication codes. Authentication codes will not be sent through distribution. Authentication codes will not be duplicated. Once the codes have been receipted for by the custodian, he or she must protect them from compromise. Keep the codes in a locked container or drawer when not in use. Access will be limited to personnel listed on the alarm access authorization memorandum. If any person is removed from the alarm access authorization memorandum, 10 SFS/SFARR will be notified immediately. After duty hours, contact the Law Enforcement Desk. A new authorization memorandum will be handcarried to 10 SFS/SFARR no later than the following duty day. If someone authorized to pick up authentication codes is removed from the alarm access authorization memorandum, new authentication codes will be issued. If the codes are compromised, notify 10 SFS/SFARR immediately.

4.1.4.(Added). Commanders overseeing controlled areas will designate, in writing, a primary and alternate controlled-area monitor. Controlled area monitors:

4.1.4.1. Develop written operating instructions that will be coordinated with the 10 SFS/SFARR. Operating instructions will contain as a minimum, the following:

- Entry-control techniques.
- Visitor-control circulation.
- Area inspection requirements.
- Internal security procedures.
- THREATCON procedures.
- Key/combo controls.
- Training requirements.
- Alarm testing procedures, as applicable.
- Direct posting of AF Form 439, Robbery Checklist, as applicable.

4.1.4.2. Maintain a resources protection folder marked "For Official Use Only." The folder will contain the following:

- Controlled area designation memorandum.
- Controlled-area monitor designation memorandum.
- Initial survey report conducted by 10 SPS/SPARR.
- Last survey report conducted by 10 SPS/SPARR.
- Most current self-assessment.

- Most current antirobbery report.
- Written operating instructions.
- Current copy of AFI 31-209 with USAFA Sup 1, and USAFA Plan 31-209.
- Documentation of controlled area and antirobbery training.
- AF Form 2530, Alarm System Test Record.
- Alarm Access Authorization Memorandum, as applicable.
- AF Form 332, Base Civil Engineer Work Request, related to physical security.
- Initial and annual followup training regarding controlled areas and antirobbery procedures will be

conducted.

4.1.5(Added).Combinations of combination padlocks, cipher locks, etc. for controlled areas will be changed annually or upon relief, transfer, separation, or discharge of anyone having knowledge of the combination, or upon compromise. Document the change on Standard Form 700, **Security Container Information**, or in the resources protection folder.

4.2.1. The authority to grant entry to controlled areas is delegated to the unit commander or staff agency chief of the owning agency or activity.

5.1.1. The following facilities are authorized to store privately-owned weapons as designated:

- Firearms Storage Facility, building 2360, (for cadets only).
- Security Force Armory, building 8024, (for personnel residing in the visiting officers quarters (VOQ), visiting airman quarters (VAQ), dormitory, and the USAFA Honor Guard).

5.1.1.1(Added).Facilities authorized to store privately-owned weapons must establish the following procedures:

5.1.1.1.1. Accountability:

5.1.1.1.1.1. Quarterly record results of a physical inventory of all privately-owned weapons by matching the serial number of the weapon against the AF Form 1314, **Firearms Registration**.

5.1.1.1.1.2. Do not store privately-owned weapons in a box, carrying case, or other covering unless approved by 10 SFS/SFARR.

5.1.1.1.2. Issue:

5.1.1.1.2.1. Issue privately-owned weapons only to the registered owner listed on the AF Form 1314.

5.1.1.1.2.2. When issuing the privately-owned weapon, the owner signs the back of the AF Form 1314. The facility custodian then places the form in a suspense file.

5.1.1.1.2.3. Privately-owned weapons will not be issued to persons who are intoxicated or appear incapable of making rational decisions.

5.1.1.1.3. Receipt:

5.1.1.1.3.1. Prior to initially accepting the privately-owned weapon, verify the type, make, caliber or gauge, and serial number. Record this information in duplicate on AF Form 1297, **Temporary Issue Receipt**. (Note: If the weapon does not have a serial number, attach a tag with the owner's social security number to the weapon to ensure positive inventory control).

5.1.1.1.3.2. When a weapon is checked back into the armory, check the serial number against the AF Form 1314. The custodian signs the AF Form 1314 under "Return to Storage."

5.1.1.1.4. The Chief of Security Forces is designated as the approval authority for firearms/munitions storage facilities.

5.1.1.1.5. Dormitory occupants and Temporary Lodging Facilities (TLF) for transient families are not authorized to store privately-owned weapons. Personnel residing in TLF can temporarily store their weapons in the SF Armory (POC: 10 SFS, Law Enforcement Desk (OPR: 10 SFS/SFT)). Dormitory residents will store weapons within the respective storage facilities for their dormitories (in accordance with paragraph 5.1.1 of this supplement).

5.1.2(Added). Do not keep privately-owned firearms in any vehicle on the Academy unless the weapon is being moved to or from approved storage (such as an armory or family quarters), the weapon is being moved from the storage location to an off-base facility, or personnel are scheduled for Hunter's Zero Course at Jacks Valley Firing Range or for the Academy deer hunt. Transport weapons unloaded, physically separating the ammunition from the weapon (weapon in the trunk and ammunition in the glove box). Personnel residing in family housing are authorized to store firearms. Owners must ensure the firearms are kept out of the reach of children.

5.1.3(Added). The possession of any concealed weapon is illegal except in the performance of special official duty as outlined in Department of Defense (DOD) or Air Force directives. Civilian police with valid credentials are exempt.

5.1.4(Added). Do not discharge weapons on the Academy except at appropriate range facilities and under the direct supervision of authorized range personnel. Weapons may be carried and discharged during approved Academy deer hunts.

5.1.5(Added). Although air rifle (BB or pellet (CO₂ or air)) guns are not illegal to possess and are not considered firearms, they should be considered dangerous and, consequently, handled with care. They will be carried and discharged only under adult supervision. Store and transport these items IAW privately-owned weapons procedures.

5.1.6(Added). Bows and crossbows are considered weapons and must be used with extreme caution. They must not be discharged in any manner that endangers life or property.

5.1.7(Added). The following martial arts instruments and knives are considered weapons and must be used with extreme caution: Nunchakus, stars, or other martial arts instruments used offensively. Switch-blade knives or any knife with a blade in excess of 5 inches is also considered a weapon. It is illegal to conceal any of the above items unless performing official duties as directed by the Department of Defense or Air Force directives.

5.1.8(Added). Provisions for Academy deer hunts are outlined in USAFAI 32-7001, *Fishing and Hunting on the USAF Academy*.

5.2.2. The Chief of Security Forces is designated as the approval authority for firearms/munitions storage facilities.

5.3.2(Added). Weapons Requisitions. 10 ABW/LGL ensures AF Form 601, **Equipment Action Request**, requesting weapons issuance is coordinated through 10 SPS/SPARR before requisition. 10 SFS/SFARR ensures the requester has adequate storage capability.

5.3.3(Added).Off-Base Weapons Movements. Refer to USAFA Plan 31-209 for off-base movement routes.

5.5. Commanders of facilities storing firearms and/or munitions will designate, in writing, a primary and alternate custodian. Weapons/Munitions Custodians:

- Conduct initial and annual training on antirobbery and controlled area procedures with all personnel working within the area. This training will be documented and filed in the resources protection folder.
- Conduct a complete inventory of all property each time the facility is opened. At infrequently opened facilities, conduct this inventory at least monthly. Inventory all weapons by serial number quarterly, except for those sealed in a box or banded with metal seals. Weapons contained in a sealed or banded container need not be individually inventoried, but account for the container and inspect for damage and signs of forced entry. Document this inventory and file it in the resources protection folder.
- Establish written operating instructions which will be coordinated with the Resources Protection Section. Refer to paragraph 4.1.4, this supplement, for a list of areas that need to be covered in the instruction.
- Maintain a resources protection folder (refer to paragraph 4.1.4, this supplement). In addition to the requirements listed in paragraph 4.1.4, this supplement, the following will need to be included:
 - Installation Commander or his/her designee's authorization to store firearms or munitions.
 - Weapons identification listing.
 - AF Forms 332 related to weapons and munitions protection.

5.5.1. For specific details on emergency forced entry procedures, refer to USAFA Plan 31-209.

5.7. When outgoing very high, high, and medium risk weapons are processed or inventoried in building 8110, owner unit/using agency provides continuous surveillance with armed personnel. Low-risk weapons do not require armed personnel but require continuous surveillance. Upon receipt of a weapons shipment, the contractor provides surveillance until the using agency (i.e., 34 TS/CTM, 10 SFS, 10 CEG) is notified and they accept possession of the weapons. When a weapon is turned in for shipment, the using agency notifies the contractor of its intent to turn in a weapon. The contractor contacts the Air Force Item Manager for disposition instructions. Upon receipt of the disposition instructions, the contractor contacts the using agency in order to accomplish the turn-in. The using agency provides continuous surveillance during packaging and processing.

5.7.4(Added).Munitions Movements. Notify the law enforcement desk at least 2 hours prior to Class A and B munitions movements and as soon as possible for other munitions movements. Refer to USAFA Plan 31-209 for offbase movement routes. Procedures for on and offbase Academy munitions movements are contained in USAFA Plan 31-209.

7.1.1(Added).Airfield Manager. The Chief, Airfield Management, controls traffic to the USAFA Airfield. Report to and obtain permission from Airfield Management to cross or be within 1,200 feet of the runway, to include emergency response vehicles. All personnel within 50 feet of the runway, or requesting to cross the runway, will be in two-way radio communications with the tower. In case of radio failure, standard light gun signals will be used. Refer to the 34th Operations Group Operating Instructions for additional guidance on the use of privately-owned vehicles on or around the airfield.

7.1.2(Added).Patrol Coverage. Procedures for Security Forces coverage of the airfield are contained in USAFA Plan 31-209. The Chief, Airfield Operations, or designated representative (34 OSS/OSA), notifies Security Forces of transient aircraft parked overnight.

7.1.3(Added).Aircraft Security. Lock aircraft doors and crew hatches during nonduty hours.

8.2. Commanders will designate, in writing, a funds activity custodian or controlled-area monitor, as applicable, and forward the designation memorandum to 10 SFS/SFARR. Funds activity custodians:

- Conduct initial and annual training with all personnel working with the funds for the facility. This training will consist of antirobbery procedures and alarm testing procedures, as applicable.
- Maintain a resources protection folder (refer to paragraph 4.1.4, this supplement). In addition to the requirements listed in paragraph 4.1.4, this supplement, the following needs to be included:
- Funds storage and handling authorization memorandum signed by the 10 SFS/SF. AF Forms 332 related to funds protection, as applicable.
- Establish written operating instructions that will be coordinated through 10 SFS/SFARR. Refer to paragraph 4.1.4, this supplement, for areas that need to be covered. In addition to areas covered in paragraph 4.1.4, this supplement, the following need to be included in the instruction:
- Antirobbery procedures, to include situations and physical limitations unique to the facility.
- Opening and closing procedures of funds containers and use of authentication codes, if applicable.
- Provisions for positive control of alarm control box keys and keys to the facility, to include determining identity of and allowing access by alarm maintenance personnel.
- Steps to reduce cash on hand (such as escort to bank or use of night deposit).

8.2.1. Fund amounts up to \$7,500 are transported by the owner or user funds carrier. More than \$7,500, but less than \$25,000, is escorted by two owner/user personnel, and the Security Forces will be notified. When escorting funds, Security Forces will be notified upon initiation and termination of the escort. An armed Security Forces member must escort the owner or user transporting funds in excess of \$25,000. Security Forces will notify appropriate civil authorities of offbase funds movements.

8.4. ICSF is designated as the approval authority for funds storage and handling limitations. The ICSF's written approval must include storage limits for operational and nonoperational hours. Keep a copy of the approved funds storage memorandum in the resources protection folder.

8.5. Funds below \$1,000 will be stored in a metal container secured with a GSA approved combination padlock or built-in, three-position combination lock. The container will be located in a secure room. Containers weighing less than 500 pounds will be secured to the facility. The container must be certified by 10 SFS/SFARR. Funds in excess of \$1,000 but below \$7,500 will be stored in containers specified in paragraph 8.5.1 (AF) or use a safe secured with a built-in three-position combination lock. Safes weighing less than 500 pounds will be secured to the facility. The safe will be located in a secure room, with entries/exits secured with deadbolt locks with 1-inch throws. The container must be certified by 10 SFS/SFARR.

8.5.3. Funds container combination changes will be documented on SF 700. The SF 700 will be posted on the inside of the locking door or drawer of the funds container.

8.5.5(Added).End-of-day Security Checks. Funds activity custodians or their appointed representatives will record all openings and closings of the funds container on SF 702. End-of-day checks will be recorded on the SF 702.

8.5.6(Added).Cash Register and Cash Box Security. During operational hours, cash registers or cash boxes not under direct control of authorized personnel are locked or otherwise secured. Do not store funds in cash registers or cash boxes during nonoperational hours. Keep cash registers and drawers open during periods when not storing funds. Never store funds, precious metals, jewelry, etc., with classified material.

9.1. Send deviation requests to 10 SFS/SFARR with full justification. Security Forces will review the request and send it to the Resources Protection Executive Committee (RPEC) recommending approval or disapproval. The RPEC approves or disapproves the request and returns it to the activity through 10 SFS/SFARR. 10 SFS/SFARR and the activity will maintain file copies of the deviation upon RPEC approval.

9.3. When government firearms, ammunition, or explosives are discovered missing, lost, stolen, or recovered, a person from that facility must immediately notify the law enforcement desk of the circumstances surrounding the disappearance or recovery. The law enforcement desk will in-turn notify a representative from 10 SFS/SFARR.

Attachment 4 (Added)
ALARM TESTING DAYS

1st week of the month

Emergency Room	Building 4102
Main Pharmacy	Building 4102
Third Floor Pharmacy	Building 4102
Command Post	Building 2360
SP Armory	Building 8024
Accounting and Finance	Building 2304
East Jacks Valley Munitions	Building 1050-1052
AAFES Service Station	Building 5120

2nd week of the month

CE Armory	Building 8125
Class Six Store	Building 5136
Main Exchange	Building 5124
Temporary Weapons Storage	Building 8110
Auto Hobby Shop	Building 4562
Cadet Exchange	Building 2360
Medical Supply	Building 4102
Commissary	Building 5136

3rd week of the month

Enlisted Club	Building 5226
Officers Club	Building 3120
Gimbel Library	Building 2354
Gimbel Ring Display	Building 2354
Computer Operations	Building 4199
Cadet AANB	Building 2348
Golf Pro Shop	Building 3170
Air Academy National Bank	Building 5122
Cadet Pharmacy	Building 2354

4th week of the month

Arnold Hall Ticket Office	Building 2302
Field House Ticket Office	Building 2169
West Jacks Valley	Building 1022

Visitor Center	Building 2346
Community Center Pharmacy	Building 5136
Cadet Armory	Building 2360
Stadium Cash Cage	Building 4900
Carlton House	Building 6774
Commandant's Quarters	Building 6950

Attachment 5 (Added)

ALARM SYSTEM OPERATING/TESTING PROCEDURES

A5.1. Normal Opening/Access Operations. Enter 5-digit access code slowly and deliberately. The secure/access indicator light will be deactivated.

A5.2. Normal Closing/Secure Operations. Enter 5-digit access code slowly and deliberately. The secure/access indicator light will be activated.

A5.3. Testing Procedures. The owners/users are responsible for ensuring their alarms are tested. Each alarm component is to be tested. Contact the 10 SPS Desk and authenticate prior to conducting the test. Recommend all persons not involved in testing the alarm be removed from the area during the test.

A5.3.1. Duress Alarm. Activation of the duress alarm will provide an alarm signal to the 10 SPS Desk. Conduct the test in Normal Open mode. Activate the duress alarm and confirm the alarm with the 10 SPS Desk. Reset using the reset key.

A5.3.2. Motion/Infrared Sensor. This sensor detects movement and will activate in the secure mode only. Secure the area doors and set the system in the secure mode. Take three steps toward the sensor and confirm the alarm with the 10 SPS Desk. Reset the alarm system by entering an access code.

A5.3.3. Door Contacts. This sensor will detect door movement of less than one-and-a-half inches and will activate in the secure mode only. Secure the area doors and set the system in the secure mode. Stand with your back to the motion sensor and slowly open the door to be tested. If daylight is seen between the door and the frame, contact Alarm Maintenance. Confirm the alarm with the 10 SPS Desk. Reset the alarm system by entering an access code.

A5.3.4. Safe Vibration Sensor. This sensor will detect vibrations from drilling or movement of the safe and will activate in the secure mode only. Secure the area doors and set the system in the secure mode. Stand with your back to the motion sensor and tap the safe with a rubber mallet. Confirm the alarm with the 10 SPS Desk. Reset the alarm system by entering an access code.

A5.3.5. Window Ultrasonic Sensor. This sensor will detect the frequency of breaking glass and will activate in the secure mode only. Secure the area doors and set the system in the secure mode. Stand with your back to the motion sensor. Shake a set of at least seven keys intensely for 3 seconds, rest 1 second, shake the keys for 3 seconds, rest 1 second, and shake the keys for 3 more seconds. Confirm the alarm with the 10 SPS Desk. Reset the alarm system by entering an access code.

A5.3.6. Duress-Open. This procedure will inform the 10 SPS Desk if a code is entered under duress and can be entered from the access or secure mode. Enter the access code, but add one to the first number of the access code. For example, if the access code is 12345, enter 22345 for a duress-open. Confirm the alarm with the 10 SPS Desk. Reset the alarm by entering the access code.

A5.4. Malfunctions. In the event any component is not operating properly, annotate the discrepancy on AF Form 2530, Alarm System Test Record, and contact Alarm Maintenance.

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